

3 FAH-1 H-2790 PROCEDURES FOR THE FUNCTIONAL SPECIALIZATION PROGRAM

(TL:POH-46; 05-04-1998)

3 FAH-1 H-2791 APPLICATION PROCEDURES

(TL:POH-46; 05-04-1998)

(State Only)

(Applies to Foreign Service Only)

a. The Functional Specialization Program, the specific functional training, and the number of positions for training will be announced annually.

b. Applications should be forwarded to the Entry Level Division of the Office of Career Development and Assignments (PER/CDA/EL) within the time frame and with the information specified in the announcement.

3 FAH-1 H-2792 SELECTION PROCESS

(TL:POH-46; 05-04-1998)

(State Only)

(Applies to Foreign Service Only)

a. Applications for training will be reviewed by a three-member panel composed of individuals in the specialty or familiar with the duties to be performed.

b. Official Personnel Files will be reviewed in the first part of the selection process by these subject-matter expert panels.

c. Applications for training will be rated against key job elements identified through the process of job analysis for the positions to be filled within the specialty applied for.

d. The key job elements (also called knowledge, skills, abilities, and other characteristics (KSAOs)) will be specified for each specialty in the annual announcement, along with the weighting factors.

e. Applicants will be ranked by competitive group in numerical order on the basis of the overall combined score given by the evaluators.

f. The best-qualified (highest-ranked) applicants will be processed through the Assessment Center in PER/REE, where they will be given an oral examination and write an essay.

g. The Assessment Center components will be conducted by a panel of examiners approved by the Board of Examiners.

h. Employees may re-apply whenever a training program is announced. However, an employee may be only on one rank-order register at a time.

3 FAH-1 H-2793 RANK-ORDER REGISTERS

3 FAH-1 H-2793.1 Registers

(TL:POH-46; 05-04-1998)

(State Only)

(Applies to Foreign Service Only)

a. Separate rank-order registers for training will be established for each specialty.

b. The composition of the registers and a candidate's relative position can change as names are added or withdrawn.

c. Names of eligible candidates will be retained on the register for a maximum period of two years from date of inclusion on such register or until they withdraw their names (see 3 FAH-1 H-2792).

d. Refusal to accept a post-training assignment will result in removal of the candidate's name from the register unless there are overriding reasons of a compassionate nature which prevent the assignment. Requests of this nature will be reviewed by the Director General.

3 FAH-1 H-2793.2 Medical Clearance

(TL:POH-46; 05-04-1998)

(State Only)

(Applies to Foreign Service Only)

Based on the possibility that many post-training assignments may be hardship posts, candidates may be required to update their medical clearances prior to selection from the rank-order register.

3 FAH-1 H-2793.3 Availability of Assignments

(TL:POH-46; 05-04-1998)

(State Only)

(Applies to Foreign Service Only)

a. Acceptance into the program will be based on the needs of the service as reflected in the number of positions available.

b. No training will be initiated without assurance of a post-training assignment.

3 FAH-1 H-2793.4 Adjustment of Tours of Duty

(TL:POH-46; 05-04-1998)

(State Only)

(Applies to Foreign Service Only)

Adjustments will be made in tours of duty, as necessary, to ensure selection from the highest-ranked eligible and to avoid large gaps at post.

3 FAH-1 H-2794 GENERAL PROVISIONS

3 FAH-1 H-2794.1 Work Requirements and Evaluations

(TL:POH-46; 05-04-1998)

(State Only)

(Applies to Foreign Service Only)

a. Work requirements will be established for rotational assignments.

b. Trainees will receive copies of work requirements, which will form the basis for memorandum performance evaluation reports by the appropriate office chief for any rotational assignment of two weeks or more. These reports will be utilized in the preparation of a memorandum of training report.

c. The Coordinator of the Career Mobility Program will write the training memorandum.

3 FAH-1 H-2794.2 Unsatisfactory Performance

(TL:POH-46; 05-04-1998)

(State Only)

(Applies to Foreign Service Only)

a. When supervisors of rotational assignments document unsatisfactory performance in writing as rated against established work requirements, PER/CDA/EL will discuss the performance with the supervisors and the employee. The employee will be counseled by PER/CDA/EL about areas which need improvement and will be advised in writing that performance must improve within 45 calendar days.

b. If performance continues to be less than satisfactory at the end of this time, the employee's unsatisfactory performance will be documented in a memorandum retained in internal CDA files, and the employee will be removed from the training program and returned to a position comparable to that held before training commenced.

3 FAH-1 H-2794.3 Removal from Program

(TL:POH-46; 05-04-1998)

(State Only)

(Applies to Foreign Service Only)

During the year of training, a trainee may be removed from the program at anytime if issues of performance, judgment, or suitability arise which, in the sole judgment of DGP/PER, can reasonably be expected to interfere with or prevent effective performance in the profession for which the individual is being trained. Should this occur, the employee will be reassigned to a position comparable to that held prior to entering the program. Because of the exhaustive review process during the year of training, the DAS's decision cannot be appealed.

3 FAH-1 H-2794.4 Successful Completion of Program

(TL:POH-46; 05-04-1998)

(State Only)

(Applies to Foreign Service Only)

a. Upon successful completion of the year's training, Foreign Service employees will be assigned to positions overseas in their new function.

b. An employee evaluation report will be required nine months after arrival at post. However, should the post conclude that an employee's performance at that time is less than satisfactory, it:

- Should prepare an employee evaluation report in draft;
- Should counsel the employee on areas of performance which are deficient; and
- May delay submission of a report until a full year at post has been completed in order to allow time for employee to improve performance.

c. PER/CDA/EL must be notified of the delay in submission of the employee evaluation report.

3 FAH-1 H-2795 ELIGIBILITY FOR SKILL CODE CHANGE

3 FAH-1 H-2795.1 Notification of Post

(TL:POH-46; 05-04-1998)

(State Only)

(Applies to Foreign Service Only)

Prior to completion of the one year of duty in the new function, PER/CDA/EL will inform the post of assignment of the employee's eligibility data for a skill code change and request the post to advise if the employee's current performance is judged satisfactory or better, or unsatisfactory, by the supervisor at the post.

3 FAH-1 H-2795.2 Post Response

3 FAH-1 H-2795.2-1 Satisfactory Performance

(TL:POH-46; 05-04-1998)

(State Only)

(Applies to Foreign Service Only)

If the post's response indicates satisfactory performance, and if the Employee Evaluation Report is on file, PER/CDA/EL will initiate the necessary administrative action to change the skill code.

3 FAH-1 H-2795.2-2 Unsatisfactory Performance

(TL:POH-46; 05-04-1998)

(State Only)

(Applies to Foreign Service Only)

If the post concludes the employee's performance is unsatisfactory, it must submit the Employee's Evaluation Report and advise PER/CDA/EL that it does not recommend a skill code change. The employee will be re-assigned to a position comparable to that held prior to entering training.

3 FAH-1 H-2796 EMPLOYEE REVERTS TO REGULAR RATING PERIOD

(TL:POH-46; 05-04-1998)

(State Only)

(Applies to Foreign Service Only)

Once a skill code has been changed, or the employee has been reassigned to a position comparable to that held prior to training, the employee will revert to the regular rating period for Employee Evaluation Reports.

3 FAH-1 H-2797 THROUGH H-2799 UNASSIGNED